

1999

Career Opportunities

for Law Graduates

Handbook

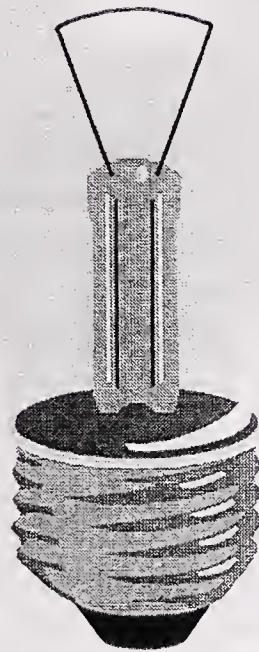
Prepared by the
University of Toronto Faculty of Law
Career Development Office

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PREFACE

As someone working in the area of the career development of law students, and as someone who chose a different path for my legal own career, I was amazed by the number and diversity of job postings – relevant to recent law graduates - I came across on a daily basis. Each time I picked up the career section of a newspaper or checked out a career-related website I came across job postings that are relevant to someone with a law degree, or someone who has qualified as a lawyer. I started clipping these postings and saving them. They were not necessarily relevant to the LL.B students *at this point*, but they seemed to offer so much possibility. The diversity and volume of the postings demonstrated just how many opportunities exist for law students and lawyers outside the realm of private practice in a law firm.

I gathered up the postings, divided them into categories, and asked my summer student assistant to write descriptions and summaries of the different types of positions and qualifications indicated by the postings. I also asked her to note any trends or growth areas. She also took time to figure out how law students and newly called lawyers could use this book most effectively and to craft thoughtful responses to anticipated questions.

The culmination of these efforts is the 1998 Career Opportunities for Law Graduates Handbook. Enjoy.

Bonnie Goldberg
Director, Career Development
University of Toronto Faculty of Law
September 1998

CAREER OPPORTUNITIES FOR LAW GRADUATES

INTRODUCTION

Does it often seem as if Bay Street is the only feasible area of opportunity? That the only city to work in is Toronto? That work for non-profit organizations means non-profit for you too? Our fast-paced law school environment can sometimes create the appearance that a corporate law practice at a large downtown firm is one of the surest methods of establishing oneself in the pursuit of a successful, monetarily rewarding and satisfying career. However, this path is not desirable to every law student. In fact, many people, both before entering law school and during law school, picture themselves occupying roles that are completely different. Unbeknownst to most students, there are hundreds of different opportunities for recent and not-so-recent LL.B. graduates in a variety of related fields.

This book is intended as a guide to some of these satisfying and little known careers. Inside are hundreds of job postings, collected from sources such as *The Ontario Reports*, *The Toronto Star* (Tuesday, Thursday and Saturday papers), *The Financial Post*, the *Globe & Mail's Report on Business* (Monday, Wednesday, and Friday papers), the University of Toronto website (www.utoronto.ca) and the Federal Government Public Service Commission website (www.psc-cfp.gc.ca/recruit). These postings, which are **not** current job openings, have been collected since early in 1997. The sheer number of postings should give students and graduates an idea of the frequency with which these positions are becoming available.

By reading through this handbook, students can familiarize themselves with a variety of occupations. Insight can be gained into the job requirements of different lines of work, as well as relevant qualifications and experience that may be necessary. Also, trends in industries are noted, suggesting what the 'hot' jobs and qualifications might be for graduates such as yourself.

Note that there is much overlap among the job listings: for example, while both government and labour law positions have their own sections, there are many government and labour jobs in each section of the handbook which fit under those particular categories. A further example are the university positions listed under the non-profit section, although academic postings have their own section. This should give readers an idea of the interrelationships among many fields; almost all the areas of employment listed in the handbook have interactions with the other areas.

It is also essential that readers recognize that many of these positions require, at least, a call to the Bar of a Canadian or American jurisdiction. This handbook is more useful for considering positions a few years down the road, once you have finally put the articling process behind you. Several positions also require several years of legal experience, and possibly, work experience at a major law firm. This is important to keep in mind when reading each section. This should not discourage you; instead, it should demonstrate to you that the path you follow with your law degree will take many twists and turns along the way!

The categories in which the postings have been placed are as follows:

- ♦ ADR / Mediation
- ♦ Administrative Tribunals
- ♦ Career Counseling
- ♦ Clinics
- ♦ Compliance
- ♦ Conference Developers
- ♦ Consulting
- ♦ Education / Academic
- ♦ Estates / Trusts
- ♦ Financial
- ♦ Government
- ♦ Human Rights
- ♦ In-House Counsel
- ♦ International
- ♦ Investigators
- ♦ Labour / Human Resources
- ♦ Legal Recruiting
- ♦ Legal Research
- ♦ Legal Writing / Publishing / Public Relations
- ♦ Non-Profit
- ♦ Policy

Each section begins with information that is of relevance to the job postings.
The most effective way to use this handbook is as follows:

1. READ the introduction.
2. SCAN the postings that you are interested in (remember to keep an open mind to all of the sections, no matter how far out of your area of interest they seem; with the inevitable overlap in the book, you never know what you could find!).
3. THINK about the postings (Do they need several years of experience? Do they require extensive travel? Another language? Would I be interested in pursuing such a career? etc..).
4. DO NOT APPLY for the positions (they are out of date, and intended only as a guide for brainstorming and future contemplation rather than immediate action).
5. MAKE notes- the postings are so extensive that you will be hard-pressed to remember (let alone find) all of those that you were interested in several months down the road.
6. SEE Bonnie Goldberg– as the Director of Career Development, she is

willing and able to guide you and answer any questions that you may have (she also collected the postings!).

FREQUENTLY ASKED QUESTIONS

The following are answers to questions that you may have about these career opportunities. Other questions may be answered in each particular section.

How essential is my LL.B. for these careers?

In a nutshell, it depends. Most openings require an LL.B. and possibly a call to the Bar, while others suggest that an LL.B. would be an asset to such a job. This may only be necessary insofar as candidates have *some* working legal knowledge. Occasionally, job requirements indicate the need for an LL.M., or another advanced degree in conjunction with the LL.B.. Also note which postings require a Call to the Bar, and to which Bar Association the applicant must be a member.

Are these postings only Toronto-based?

Definitely not. Although many of the positions are located in Toronto, this is likely because the postings have been taken from Toronto-based sources. However, this should not stop you from exploring similar sources produced in the regions that you are interested in. For instance, the law reports across Canada are likely to have the same sort of job notices as the Ontario Reports.

While some of the opportunities in this particular handbook are Toronto-based, many positions are located in surrounding areas, while others are outside of Ontario or Canada altogether. Many of the international listings require extensive travel, or placement in locations overseas. This can be of benefit to those individuals who envision themselves in a foreign location, surrounded by a completely different culture! It may be noted that some of the positions, particularly the government postings, may require applicants to live within a certain radius of the job location. Others may require proof of a particular citizenship, usually Canadian.

What are some of the desirable skills that I may require?

Of course, each employer has their own individual requirements for potential applicants. While these may be specific depending upon the job, some (particularly personal skills) can be seen as overall themes throughout the material. These desirable characteristics include: superior communication, interpersonal, analytical, written, and computer skills (this describes you, doesn't it?). In some situations, strengths in leadership, teamwork, negotiation, working under pressure, and cultural sensitivity may be considered. Also important to note is the frequency with which proficiency in another language is mentioned. For instance, federal government positions invariably require bilingual applicants. While the desired language in these postings is often French, certain positions may require a grasp of some (*or any*) other language. Although language abilities are sometimes a necessity, they are mostly mentioned as an asset for the applicant. (Hint: Now is your chance to brush up on your high school Spanish!)

What type of experience do I require?

As with the question about your LL.B. degree, the answer to this question also varies considerably, depending upon the field and the particular listing. Some categories, such as in-house counsel, usually require a minimum of 2 years of experience with a law firm, while others need no specific experience whatsoever. It is generally true that the higher in seniority the position suggests, the more experience will be necessary. For instance, the director of a community clinic may need several years of clinical experience, while a caseworker at the same workplace may only need some form of interest or exposure to the matters that that clinic frequently handles.

In some situations, experience might be the gauge by which salaries are calculated; therefore, a lack of relevant experience may only affect the applicant's pocketbook, rather than their chances of job success.

Another asset for applicants could be the non law-oriented experience that they possess. Meaningful qualifications include those degrees attained outside of law school, be they undergraduate, post-graduate, or as a supplement to a law degree (e.g.: Canadian Securities Course). Demonstrated experience in writing and editing from previous pursuits can also be of value in many of the fields requiring superb communication abilities.

The Bottom Line: What is the pay like in these various occupations?

This is definitely a question that you will have to answer yourself by reading further. Some occupations list the available salary range, while others imply that salary will be commensurate with factors such as experience. Although it can generally be assumed that positions in financial conglomerates will pay more than those at non-profit organizations, this should not be considered a hard and fast rule. A general impression of the type of compensation and benefits each job category offers can be derived by reading through each section in the handbook.

Does my age/gender/race/ethnicity have any impact upon my job opportunities?

It is comforting to note that most (if not all) of the job postings mention that they are equal opportunity employers. Some of the listings encourage individuals with specific characteristics (e.g.: female, Aboriginal) to apply, and others indicate that they have affirmative action policies at their businesses. Age would only be a factor for younger individuals who, having recently graduated from law school, could not possess the many years of experience which certain positions, such as international criminal tribunal prosecutors, could demand. However, there is the occasional posting which desires individuals with less, rather than more experience (e.g.: the position as compliance and legal affairs officer for Cancopy, the copyright licensing agency, requests individuals with *up to* two years of experience).

One Final Note:

As previously mentioned, a definite trend that encompasses almost *all* the job opportunities is the desire for individuals who are computer proficient. This may range from a basic working knowledge of word processing to complex Internet and desktop

publishing techniques. Particularly (but not solely) in the information technology industry (see *in-house counsel*), the need for a healthy understanding of computer use seems indispensable. Therefore, it would be wise to polish up on your computer skills before becoming one with the working world. This is good advice regardless of what type of career you pursue.

ADR/MEDIATION

Alternative dispute resolution (ADR) has become the new trend for resolving legal concerns in a more efficient, cost-effective, and less adversarial manner. Firms have been created with ADR and mediation specialization.

ADR recruiters look for individuals with leadership abilities, communication skills, interpersonal skills, and analytic abilities. Being a team player is also a desirable characteristic. As for experience, those with a background in mediation, labour contracts and labour relations will likely be looked upon favourably.

ADMINISTRATIVE TRIBUNALS

Many large organizations, such as hospital associations, have set up some form of administrative tribunals in order to resolve matters within their own system's network. In this manner, a panel of individuals who specialize in hearing cases about certain issues will be in the best position to analyze and decide them. It is important for the members of these tribunals to possess a solid background in interpreting and understanding particular bodies of legislation. In addition, superb writing and verbal skills, and decision making abilities comprise some of the prized traits that are important for tribunal work.

Note that there can be tribunal positions which are a hybrid of tribunal and litigation work. An example is the listing from the College of Nurses of Ontario, which advertises for individuals to assume the role of prosecutor within a regulatory structure such as the health care system. This demonstrates the diversity that exists within this section, where each regulatory structure allows for a variety of different roles to be occupied.

CAREER COUNSELLING

This handbook has demonstrated the diversity of fields which have emerged from traditional legal areas, and career counseling is a strong example of this expansion. Professional faculties such as business, law, and possibly even social work, are hiring designated professionals for their career development programs. The role of the career counselor usually involves developing strategies to enhance the career opportunities of other individuals. This is significant for students in the university environment as well as professionals in the midst of their practices. As such, opportunities for career counselors can be found both in and outside of the academic setting. It is also interesting to note the extensive overlap between professional development career counselors in this section, and the counselor positions in the consulting section.

Most postings advertise for applicants with strong organizational, interpersonal

and administrative abilities. As well, a current knowledge of career counseling practices and outside employment opportunities is essential. Finally, excellent written and verbal communication skills are important for this area of employment.

The necessary background of career counselor positions ranges from a degree in communications, marketing or human resources to an M.B.A. or law degree. Some experience in counseling/job development would also be beneficial.

CLINICS

There are a considerable number of openings for workers in a variety of clinic settings. These openings stem from community clinics throughout Ontario and Canada. The majority of the clinics are seeking staff lawyers, while the occasional opening for a directorial position is also present. Most of the clinics focus on poverty law, as well as immigration, mental health, worker's compensation, family, welfare, landlord/tenant and community justice issues. Therefore, the caseload for the average staff lawyer would be quite diverse.

Most of the positions require an LL.B, as well as some administrative or managerial background. Previous clinic experience is desired by almost all the employers. Another large focus is on the personality of the prospective worker. Valued traits include a sense of humour, the ability to work well in a collective environment, organizational, analytical and interpersonal skills, strategic thinking, time management, and communication abilities. In the clinic setting, the grasp of a second language is a desirable feature, as many of the clients are new to Canada. Basic computer abilities are also mentioned as a necessity to most positions. Finally, the ability to interact with Aboriginal court workers is seen as an asset to the clinics that serve Aboriginal communities.

Along with a range of desired experience and qualifications, prospective clinic employers emphasize the other various interests that prospective employees should possess. These usually include public legal education, law reform, and community redevelopment. Narrower interests mentioned are a commitment to women's issues, disadvantaged individuals, Charter issues and racial equity.

COMPLIANCE

In general, compliance officers oversee the monitoring of the relevant legislation in areas such as securities/mutual funds and copyright to ensure that compliance is met by the members of the organization in question. As this requires a strong understanding of the appropriate legislation, compliance officers are usually expected to have a solid background in researching regulatory legislation, and preferably a business education or securities designation.

It appears from these postings that the compliance industry doesn't put too much weight on specific personal characteristics beyond a background in the appropriate legislation. However, many postings do stress a need for individuals with strong computer knowledge, the ability to translate complex terms into "basic English", and some interpersonal and communication skills.

CONFERENCE DEVELOPERS

As a conference developer, one must come up with innovative conference ideas and agendas, and organize conferences that will appeal to professionals with backgrounds in business, law, etc. This is one profession which people may overlook, yet it could provide for an interesting and rewarding career for outgoing and creative individuals. Or, it could be a temporary transition until you figure out where you want to be. Most postings for conference producers look for people who are skilled researchers and creative thinkers, with strong networking and communication skills. Also important is a keen business sense, and appearing at ease when dealing with senior officials and business executives.

The job listings for conference producers desire individuals with a law, and perhaps a business, background (an M.B.A., for example). Some firms also prefer applicants with a few years of relevant legal or business experience, and perhaps a background in their particular conference themes.

CONSULTING

Consulting is a growing field which, although previously having sought and attracted individuals with business backgrounds, has now brought those with degrees such as law into its field. The aim of consulting is to enter into clients' businesses and create methods of enhancing their performance and financial success. Clients can range from individual professionals to large enterprises, and possibly even the government (see the posting from the Ministry of Education and Training).

There does not appear to be a specific pattern of skill requirements that are necessary for consultants, probably due to the diversity of the work environments. Among those that have been cited in this handbook are leadership abilities, the ability to take initiative, and French language skills. As for experience, although most consultants possess an M.B.A., other professionals with degrees such as law, engineering and public policy are emerging as consultants. Some, but not all, employers may require some previous consulting experience.

EDUCATION/ACADEMIC

The section on education and academic postings covers a vast array of positions. The listings advertise for everything from legal writing assistants to full-time faculty positions. These positions are ideal for individuals who have an interest in working in an academic environment, and in a variety of locations and circumstances.

The teaching positions at universities are for candidates with excellent communication skills, who have a strong academic background and a keen interest in performing research. Most positions require a J.D. (the American equivalent of our LL.B.) at the bare minimum, while some employers will only hire those with a Ph.D. These pre-requisites must also be combined with appropriate academic credentials and publishing experience. Other occupations, such as Bar course administrators, may require

a strong legal background and exceptional leadership abilities. A wise choice for those interested would be to look at each posting individually and compare the range of qualifications, responsibilities, and compensation.

ESTATES/TRUSTS

Estate planning openings usually refer to the opportunity to help firms' clients plan out their long-term financial needs. Most of the ads call for either lawyers or accountants, usually with some estate planning background. Further, since estate planning may involve complex taxation or insurance considerations, other certificates or expertise may be essential for consideration. Finally, extensive knowledge in areas of the law such as family law or trusts may be an asset.

Since estate planners usually work directly with their clients, most job postings call for individuals with excellent communication and interpersonal skills. An aptitude for making confusing information sound more understandable is also of value. Some of the postings are for opportunities outside the Toronto region, in large Canadian financial groups. Others require applicants to possess a car and a valid driver's license, as travel is required.

FINANCIAL

At the time of the writing of this guidebook, there were few entries for the financial sector. However, readers should consider that the financial industry has substantial overlap with other areas of employment referred to in this handbook. Therefore, many other postings in other areas (e.g.: consulting or in-house counsel in financial institutions) should be examined if you are interested in this field.

One available posting in this particular section advertises for an individual with a legal background and derivatives experience, who had communication, organizational and interpersonal skills, combined with the ability to be a team player and to work under pressure with little supervision. Obviously, the qualifications and experience for such a job category as financial services will greatly vary with additions to the book.

A particularly interesting entry advertises its firm as 'family business specialists.' This unique area of focus demonstrates the room for growth that every field possesses. Such specialization is testament to how traditional fields are expanding into a variety of uncharted areas, with new and exciting opportunities being created.

GOVERNMENT

Although this section is specifically designated as listing government opportunities, do not assume that these are the only options available. In fact, there are plenty of government postings interspersed throughout this handbook. This should give you an idea of the diversity of opportunity offered by all levels of government. Some of the positions are directly related to law, such as prosecutors' postings. Others involve aspects of the law such as policy making and conflict resolution, yet have minimal links to the adversarial system.

The listings for government positions usually seek candidates who have superior communication and interpersonal skills, good judgment, and some leadership abilities. The need for a familiarity with a certain culture's experiences may depend on the position sought.

HUMAN RIGHTS

The employment opportunities involving human rights issues are numerous. One such occupation would be program officers, who deal with a multiplicity of causes, and are stationed in areas around the world. Just a few of the issues that are tackled are gender issues, reproductive rights, and population development. Thus, people who wish to serve society while remaining involved in the legal profession can find an outlet in such positions. Some of the responsibilities of individuals in human rights work include policy development, research, personnel training, advocacy, and fostering awareness of the key issues.

Applicants to such positions must have strong writing, verbal and interpersonal skills, superb analytical skills and cross-cultural sensitivity. In addition, fluency in another language, particularly French, Spanish or Portuguese, is beneficial. Finally, computer skills and the ability to handle multiple tasks and work with other organizations is essential to roles such as program officer.

As for background, each position is unique in its requirements. Many organizations want individuals with some legal background, and possibly an LL.M. Prior experience in project and personnel supervision is a requirement for certain positions. Expertise in a certain area of law, including public and constitutional law, are important to certain employers. Also important is an understanding of legal documents and the legal structures of foreign countries. Finally, previous exposure to women's rights and social justice movements is noteworthy to many of the human rights positions.

IN-HOUSE COUNSEL

Positions as in-house counsel could be considered the closest to the traditional legal role that this handbook has to offer. At the time that this was written, the section on corporate or in-house counsel was the largest by far, with about 50 postings. This can give readers some idea of the abundance of opportunities that exist for lawyers in a business setting. Even those individuals who detest the idea of working for big businesses should glimpse through this section, for the positions involving in-house counsel stretch far beyond such corporations. For instance, there are openings for counsel in Aboriginal law organizations and The Society of Composers, Authors and Music Publishers of Canada (SOCAN).

This section is divided into sub-sections, based upon the industry to which the employer belongs. These include the food and beverage industry, hospitality, municipal, health/pharmaceutical, real estate, entertainment, automotive, retail products, technology, and financial services. There is also the sub-heading of 'contracts managers,' who are responsible for the contracts at a particular corporation.

It cannot be stressed enough that many of these positions overlap with positions in

other sections of the handbook. For instance, many of the corporate counsel positions in companies such as Canon Copiers expect their employees to be adept at handling employment law work. This suggests that labour law may be a component of the job, in addition to the usual commercial responsibilities.

The skill requirements for in-house counsel are as vast as the opportunities. Specifically, employers demand that their applicants be organized, skilled in computer work, have strong interpersonal skills, academic background, communication abilities, drafting skills, analytic skills, teamwork abilities, and independence. Sought after individuals include those who possess the ability to face high pressure situations, strong self-motivation, the ability to interact well with all levels of management, and sharp business acumen.

Background is no less an obstacle than skill requirements. Although the number of years of experience required does range, most corporations desire applicants with *at least* 2 years of prior legal experience at a major law firm or corporation. The median, however, would be about 4-5 years of experience. Depending upon the corporation in question, experience in a specific industry may be a prerequisite. For instance, prior experience with entertainment law or licensing is imperative for certain positions.

Accompanying such a background is also the requisite education. Along with a law degree, some corporations prefer individuals with a business degree such as an M.B.A., or a securities designation. A few firms even desire applicants with prior exposure to civil law systems.

INTERNATIONAL

The international law section is divided into public international and private international positions. Private international law positions involve various aspects of corporate law and banking transactions within an international setting. Public international law positions involve working for a government or government organizations in some capacity, be it as an information officer or a junior professional officer. Some of the organizations recruiting international positions are the United Nations, the World Food Program, and the World Trade Organization. This type of occupation is ideal for individuals who envision themselves working in locations far away from the Canadian border.

Private international positions prefer applicants who have fluency in a second language, such as French or German. They usually require several years of experience in the area of focus to that firm (e.g.: banking, M&A), as well as a call to a particular Bar. Public international positions also desire individuals who have a grasp of another language, as well as some international experience and possibly a graduate degree or doctorate in one of many fields. Public positions are also more stringent with respect to their personality requirements. They desire applicants with traits such as strong interpersonal skills, a commitment to development, initiative and strategic thinking.

INVESTIGATORS

Investigators, employed by organizations such as the Ontario Securities Commission, could be considered quasi-lawyers. They are charged with examining complaints and possible infractions against certain legislation, and recommending the appropriate actions to be taken. In addition to industry-oriented knowledge (e.g.: securities or insurance), investigators must have a solid grasp of relevant legislation, as they assist in developing the litigation for each case.

Securities investigators are the most commonly advertised position in this section of the handbook. This suggests that securities is a growth industry for this particular type of position. In such employment, it is essential that investigators have their securities designation, as well as a firm grasp of securities and corporate law in order to conduct proper examinations of the issues. Some employment opportunities require about 2-4 years of corporate/securities experience. In addition, most positions are reserved for individuals with their LL.B. degree, although a background in policy would be considered an asset as well.

The position of investigator usually calls for a demonstrated leadership ability, as well as analytical skills and interpersonal skills. Other characteristics, such as computer skills, judgment and discretion, may be of further value to employers seeking new investigators.

LABOUR

The field of labour law cuts across many sectors. Thus, the postings listed in this book cover everything from in-house counsel in the food and beverage industry to academic employment relations officer positions at a university in eastern Canada. These roles in labour relations usually hone in on various aspects of conflict resolution, such as handling grievances within corporations, and negotiating and administering collective agreements.

In light of the nature of such an occupation, those individuals occupying labour relations positions must have excellent communications and interpersonal skills. Superior analytical skills are also essential in order to interpret and implement plausible agreements within organizations. Further assets include computer skills, flexibility beyond standard working hours, decision making abilities and organizational skills.

It is imperative that most individuals in the labour field have some labour relations experience. Another large focus of recruiters to labour divisions is the human resources background of applicants. The requisite education or experience ranges depending upon the employer; for some, a degree in HR or a B.A. accompanied by significant experience will suffice. Other employers demand an M.A. in HR, or several years of HR experience.

Organizations may also prefer applicants who have experience in front of administrative tribunals, or arbitration experience. Alternative dispute resolution (ADR) has played an increasingly important role in the field of labour employment. Therefore,

applicants with some education or background in ADR may have a distinct advantage when pursuing these positions.

LEGAL RECRUITING

The legal recruiting category encompasses both legal recruiting companies and firms which hope to acquire professional development personnel. Legal recruiting companies strive to acquire the appropriate talent for their legal firm clients. Professional development officers are hired in order to advance and to enhance the skills, knowledge, and overall abilities of the existing staff and programs at each firm. It is important to note that legal recruiting has a high degree of overlap with other fields. For instance, legal recruiters may occupy positions as quasi-consultants, as seen in the position of 'career transition consultant' in the Miller Dallas posting (see the 'consulting' section).

What experience does one need for such positions? Most employers desire a recognized LL.B. degree, as well as prior recruitment and training experience. The U.S. firms may require a call to a U.S. Bar or previous experience at American firms. Also important are certain personality characteristics, including the ability to motivate, influence and support people, communication skills, project management, marketing abilities, and relationship building.

LEGAL RESEARCH

The postings involving research vary widely in terms of their job descriptions and requirements. In general, researchers assist another individual or body of individuals in the preparation of various aspects of their work. This can range from drafting reports for commissions to instructing law students on research tools in libraries.

Most of the postings for legal researchers require an LL.B. as well as membership to the Bar. Most listings request candidates with previous research experience or demonstrated research abilities. While some employers desire applicants with several years of legal experience, specific knowledge in the area of law focused upon may be of higher value. Superior communication skills, including excellent writing skills, as well as the ability to be a team player, are prerequisites to almost all the postings. Also necessary is the ability to use a computer as a research tool, be it for maintaining legal databases or drafting legal memoranda.

LEGAL WRITING/PUBLISHING/PR

The area of legal writing encompasses a large number of positions, from textbook materials to government posts, to freelance writing for legal firms' clients. This is an excellent opportunity for individuals who have superior written skills and desire the chance to utilize them in a challenging setting that builds on their legal education. Some of these postings are for part-time or contract positions, which may be preferable to individuals who are seeking flexible working conditions.

The listings for publishing positions require individuals with excellent computer, writing organizational and editing skills. Also significant is the applicant's

communication and analytical abilities, their research skills, and interpersonal skills. Working on one's own initiative and adhering to deadlines are additional requirements for such positions.

Previous legal publishing and copyrighting experience are important assets for legal writing positions. Demonstrated statute research and a journalism background were also mentioned by most employers as important credentials. Otherwise, the range of experience that is required for specific positions is quite variable. Most listings call for experience in some related aspect to the job in question.

NON-PROFIT

Positions at non-profit organizations are at one end of the job spectrum, perhaps furthest away from traditional legal occupations. There are numerous positions in a variety of organizations which span an unlimited amount of causes. Each position involves a different role within the structure of the organization, including roles as executive director or chief executive officer. Many of these roles are comprised of reviewing and altering organizational policies, facilitating internal and external communications, and implementing fund raising programs.

Individuals who occupy such positions within non-profit organizations are expected to have certain characteristics which will enable their success in their roles. Some of these personality traits include the ability to motivate, support and lead others, excellent communication abilities, initiative, and conflict resolution skills.

With respect to experience, non-profit organizations usually seek employees with a solid background in fundraising. In some postings, the minimum background is approximately five years of experience! In addition, qualified candidates should have experience in other aspects of the organization, including marketing, public relations programs development, and internal/external communications. Depending upon the organization, more specific experience such as working with individuals with developmental disabilities, or working in a feminist environment, may be considered an asset.

POLICY

Many of the policy positions listed in this section represent opportunities to work in various government sectors. As such, these positions are located in areas throughout Canada, depending upon the level of government or organization in question. Policy analysts perform tasks such as examining current legislation and evaluating the success of current initiatives. Policy development is also an element of the policy advisor's position.

Certain skills are essential in the area of policy-making. For instance, analytical and communication abilities, management skills, interpersonal skills, the ability to work between competing priorities and self-motivation are all considered important characteristics of the policy analyst. French language skills and the ability to work well within a cross-cultural team are also essential for government positions.

The postings for policy analysts also request individuals with above average knowledge in many facets of their positions. Thorough understanding of government

operations, current legislation in certain areas, and economic theory are but a few of the requisite skills in some of these listings.

The experience necessary for policy positions ranges greatly. Some employers require individuals with a degree in specific social science majors, while others look for graduate degrees in these fields. Experience with policy development is essential to many of these positions. Also desirable is a demonstrated background in preparing reports and briefings, research experience, and previous employment involving interaction with senior officials, communities or various departments.

☞ Hopefully you will have gained more knowledge about some lesser known (yet equally appealing) areas of employment by reading this handbook.

Remember: Keep an open mind and consider the skills and experience necessary for each field in order to develop a realistic picture of what work in each area would be like. If you find that certain sections interest you, don't stop there! Look in your local papers or publications for similar positions, discuss such career paths with Bonnie G., and try to get in contact with individuals who actually work in each field (see Bonnie's hand-out on Information Interviews). For future information, keep reading, and good luck in your search!

Joanna Rotenberg, LL.B./M.B.A. II
August, 1998.

